

**FRESNO, CALIFORNIA**  
**CLASS SPECIFICATION**

**AIRPORT OPERATIONS SPECIALIST**

**FLSA STATUS:**

Non-Exempt

**CLASS SUMMARY:**

The Airport Operations Specialist is the first and entry level in a five level Airport Operations series. Incumbents are responsible for performing a variety of activities and tasks governed by numerous Federal, State and local entities associated with inspecting, repairing and maintaining airport equipment, grounds, facilities, and systems and monitoring the status of aircraft movement. Incumbent may be responsible for the opening and closing of airport operations areas, including runways, and taxiways; and are authorized to make on-the-spot decisions which affect national air traffic schedules.

The Airport Operations Specialist is distinguished from the Airport Operations Specialist Leadworker, which is responsible for making work assignments, overseeing the work of other Operations Specialists, training, ordering and distributing supplies, preparing reports, and performing administrative tasks in the absence of the superintendent.

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**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

**FRE-  
QUENCY**

1. Cleans and maintains runways, taxiways, ramp areas, terminal grounds, parking areas, and related areas utilizing large vehicular sweepers.
2. Inspects runways, taxiways, and ramp areas for safety, checks lights and signs to ensure working order and removes foreign objects that could potentially damage objects; prepares related reports in accordance with FAA regulations.
3. Performs a variety of skilled and semi-skilled maintenance work including carpentry, plumbing, electrical, masonry, painting, welding, concrete finishing and fabrication work.
4. Removes refuse from international aircraft and implements sterilization procedures, utilizing pressurized autoclave and/or other applicable equipment, to ensure the elimination of insects and contaminants according to Federal and State mandates.
5. Assists in implementing airport security directives, including the inspection of international baggage.
6. Maintains safety zones around airfields, utilizing tractors, heavy equipment and/or rotary mowers, to ensure visibility of signs and lights by aircraft in compliance with applicable FAA guidelines and requirements.

Daily  
20%

Daily  
10%

Daily  
10%

Daily  
5%

Daily  
5%

Weekly  
10%

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**FRESNO, CALIFORNIA  
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7.	Repairs, replaces, and maintains automatic gates <u>and security fencing</u> within the airport facility.	Weekly 10%	<input type="text" value="... [1]"/>
<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)		<b>FRE- QUENCY</b>	
8.	<u>May inspect, analyze and prepare reports utilizing Micropaver Engineered Management Systems software (EMS). Maintains and repairs asphalt and concrete areas accordingly.</u>	<u>Weekly 10%</u>	
9.	Maintains, repairs, and replaces parking meters; collects <u>and counts</u> money from meters.	Monthly 5%	
10.	Operates <u>computerized line stripers and paint machines</u> , to paint a variety of lines and markings on runways and taxiways, as well as streets and parking lots.	Monthly 5%	<input type="text" value="Deleted: paint machines in order"/>
11.	Performs grounds maintenance activities, which includes: applying chemicals to mitigate the growth and spread of weeds; <u>grading</u> runway shoulders, taxiways, and overruns; mowing grounds; and performing other related activities.	Monthly 5%	<input type="text" value="Deleted: edg"/> <input type="text" value="Deleted: ,"/>
12.	Escorts <u>commercial</u> aircraft <u>to and from</u> active taxiways and runways during periods of low visibility.	Quarterly 5%	<input type="text" value="Deleted: on"/>
13.	Performs other duties of a similar nature or level.	As Required	
<b>Training and Experience</b> (positions in this class typically require):			
<ul style="list-style-type: none"> <li>High School Diploma, or GED, and <u>two years specialized, directly-related</u> maintenance experience are required;</li> </ul>			<input type="text" value="Deleted: and"/>
OR			<input type="text" value="Deleted:"/>
<ul style="list-style-type: none"> <li>An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.</li> </ul>			

**FRESNO, CALIFORNIA**  
**CLASS SPECIFICATION**

**AIRPORT OPERATIONS SPECIALIST**

**Licensing Requirements** (positions in this class typically require):

- Basic Class C License
- Commercial Class B with airbrake endorsements
- One or more licenses or certifications related to the specific technical discipline may be required, preferred, or desired
- Successful completion of a Federal Aviation Administration (FAA) 10 year employment history verification, which may include a criminal history records check

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**Knowledge** (position requirements at entry):

Knowledge of:

- Applicable tools and equipment utilized in assigned area or responsibility;
- Building and construction trades, methods, principles, practices and techniques;
- Heavy equipment operations;
- Basic two-way radio communication;
- Asphalt maintenance practices and procedures;
- Applicable Federal, State and Local laws, codes, ordinances, policies, procedures, rules and regulations;
- Safe work practices and procedures.

**Skills** (position requirements at entry):

Skill in:

- Using and maintaining applicable tools, equipment, vehicles, and hardware and software related to job duties
- Performing building and construction trades activities
- Performing complex utility service research
- Safely operating and maintaining applicable tools and equipment
- Maintaining and repair asphalt surfaces
- Communicating clearly and concisely in accordance with FAA communication regulations
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

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**Physical Requirements:**

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, balancing, climbing, crawling, crouching, pulling and pushing.

Very Heavy Work: Exerting up to 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, high voltage, environmental hazards, gasses, chemicals, oils, work space restrictions, inadequate lighting, and intense noises.

**Note:**

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

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**Classification History:**

Draft prepared by Fox Lawson & Associates (LM)

Date: 11/2007

8.	Maintains and repairs asphalt and concrete areas.	Weekly 10%
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